Pennington County Sheriff’s Office Job Description

**Job Title:** Deputy Sheriff I  
**Division:** Law Enforcement  
**Reports To:** Sergeant  
**Grade:** 16  
**FLSA Status:** Non-Exempt  
**Approved Date:** 1/24/12

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**Job Summary**

As a representative of the Sheriff, the Deputy Sheriff I protects life and property for the citizens of Pennington County. As a member of the Law Enforcement team, the Deputy Sheriff I promotes positive relationships with the public and works to strengthen relationships with other professional organizations.

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**Essential Duties and Responsibilities**

- Patrolling the county for prevention and suppression of crime, enforcement of laws (federal, state and local) and ordinances, investigation of illegal or suspicious activities and ensuring the protection of life and property.
- Responds to calls relayed by radio, including domestic disputes, arrests, burglaries, traffic accidents, lost or missing persons, and stranded motorists.
- Carries out investigations of assigned cases; collects evidence; identifies and apprehends offenders; interviews complainants; victims; witnesses and suspects; conducts follow-up investigations as required.
- Responds to crime scenes; examines crime scene to identify and collect evidence; photographs scenes; lifts fingerprints and makes composites.
- Locating and making physical arrests of law violators or active warrant subjects.
- Documenting work activities into a records management system and managing sensitive data.
- Serving as a first responder in emergency situations such as accidents, medical issues, natural disasters etc.
- Treating the community served with respect and upholding rights and liberties per law.
- Interviewing witnesses/suspects and preparing written reports and appearing in court as a witness.
- Transporting or escorting prisoners to courtrooms, prisons/jails or medical facilities.
- Assisting in serving civil process and court orders.
- Maintaining ability to testify as a credible witness in court.
- Performing coroner duties as assigned and trained to do so.
- Assisting with the extradition of warrant subjects, prisoner transport and guard duty.
- Serving as a Sheriff’s Office representative during community events.
- Adhering to policy and procedure.
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- Attending meetings and trainings as required.
- Performing additional duties as assigned.

Minimum Requirements

- HS Diploma or GED required; formal education in human services or criminal justice desired.
- Successful completion of the pre-employment hiring standards to include a written exam medical physical and physical agility test.
- Minimum of 21 years of age.
- Able to obtain state of South Dakota law enforcement officer basic certification.
- Free of any felony conviction
- Free of domestic violence simple assault conviction.
- Eligible for employment following a character background investigation and pre-employment psychological exam.
- Possession of or ability to readily obtain a valid South Dakota Driver’s License within 90 days of moving to South Dakota.

Working Environment

Work is typically performed in office, specialized law enforcement vehicle and outdoors, occasionally in cold or inclement weather. The work requires the use of specialized law enforcement equipment to include: firearm, taser, OC spray and rifle.

Physical Requirements

The Deputy Sheriff position requires data entry, driving, public speaking, vision, color differentiation, hearing, standing, walking, bending, stooping, running, heavy lifting and carrying, and safely and effectively using tools of the trade (firearms, tasers, etc.). May be exposed to hazardous conditions, extreme weather conditions, infectious diseases, air and water borne pathogens, body fluids, combative and assaultive suspects and criminals. Work is performed in office and field environments.

Pre-Employment/ Internal Promotional Requirements

Applicant will undergo a background investigation and pre-employment drug as outlined in Global Policy 2-23.